



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: All Superintendents, Treasurers, Student Services Personnel, IT Personnel and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

SUBJECT: 2010-2011 Average Daily Membership (ADM) Reported on DOE-ME
2010-2011 Student Residence Report DOE-SR (Charter Schools Only)
2010-2011 InTERS-Form 30A report

DATE: June 2010

The 2010-2011 Average Daily Membership (ADM) and Student Residence Report, and the Career & Technical Education Student Counts are data elements needed from each school corporation and charter school for the calculation of state support that will be paid in 2011.

All ADM data will be reported on the DOE-ME for the 2010-2011 school year and will be submitted by individual student record via the Application Center. The count of students in ADM will occur on Friday, September 17, 2010. The required collection period for the count is September 17, 2010, 8:00 a.m., EDT, through September 30, 2010, 8:00 a.m. EDT, which is the final date for submission. The sign-off period will begin on September 30 at 9:00 a.m. EDT through October 4, 2010 at 11:59 p.m. EDT. During the collection period you are required to send a file containing the DOE-ME data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Average Daily Membership (ADM) Report to the Department. The Average Daily Membership (ADM) Report has been modified to include the total number of full day kindergarten students reported for the school. This information allows the superintendent the opportunity to verify the total count before signing off on the report, which is used in part for the full day kindergarten grant. A DOE-ME file layout is available on the STN Application Center in the Data Collection and Reporting Section at:
<http://doe.in.gov/stn/Sections/ME/Membership.html>.

Charter schools are required to submit the Student Residence Report on the DOE-SR. The required data layout is available at: <http://doe.in.gov/stn/Sections/SR/SR.html>. All data on the DOE-SR will be submitted by individual student record via the Application Center. The student residence information is for the students reported in ADM as of Friday, September 17, 2010. The required collection period for the Student Residence Report is September 17, 2010, 8:00 a.m., EDT through September 30, 2010, 8:00 a.m., EDT which is the final date for submission. The required sign-off period begins September 30, 2010, 9:00 a.m. through October 4, 2010, 11:59 p.m. EDT. During the collection period you are required to send a file containing the DOE-SR data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Student Residence Report to the Department.

InTERS- Form 30A was the collection document for Career & Technical Education (CTE) Student Counts for the 2009-2010 school year. Beginning with the 2010-2011 school year, IDOE will begin obtaining CTE course information directly from Department of Workforce Development (DWD) and the INTERS system. Therefore, the Department of Education's Form 30A will no longer be required for submission or available for electronic completion by schools. Information will be captured through InTERS-Form 30A at the DWD.

Once CTE directors have submitted required information to InTERS, superintendents will need to sign off on the data using the signoff form provided. The signed form must then be submitted to the IDOE's Office of School Finance at 151 West Ohio Street, Indianapolis, IN 46204.

Questions about funding for CTE courses may still be referred to Melissa Ambre in IDOE's Office of School Finance by telephone at 317-232-0840 or by email at mambre@doe.in.gov. CTE directors with questions about InTERS should continue to contact Chris Deaton at DWD by telephone at 317-233-6697 or by email at cdeaton@dwd.in.gov.

School corporations that would like to compare a DOE Form 30A against the InTERS- Form 30A report results may do so by using the attached document, which is similar to past documents. Additionally, the document titled, "2010-2011 Indiana Career & Technical Education Program Crosswalk" can be found at the following link: http://www.doe.in.gov/octe/docs/cip_1011crosswalk.pdf.

The crosswalk was developed by Department of Education staff and is provided as a tool to assist school corporation officials in the match of local career & technical education programs to the CIP codes and course titles.

The count date for students in career & technical education programs and the submission of InTERS-Form 30A are the same as the DOE-ME. When completed, a computer generated copy of the Form InTERS-Form 30A report must be printed, signed by the Superintendent, Treasurer and the Area CTE Director, and returned to the Department. The deadline for submitting the InTERS- Form 30A report is October 4, 2010.

Both the DOE-ME and InTERS-Form 30A reports must be mailed as soon as possible after the September 17th count date and no later than October 4, 2010, to the Department of Education, Office of School Finance, 151 West Ohio Street, Indianapolis, IN 46204.

In an effort to provide assistance with the determination of ADM, we are providing considerable information on students who are counted in ADM. The DOE-ME file layout includes a graphic that identifies categories of students and the school corporation eligible to count the student in ADM.

Supporting documentation of enrollment and attendance information by grade and school building for both the DOE-ME and InTERS-Form 30A reports must be available in your files in the event of an audit of state distributions by the Board of Accounts. The Superintendent or, in the case of a charter school, the CEO, and treasurer/trustee are responsible for certifying the accuracy of the data reported. We encourage a thorough review of the data by these parties before certifying its accuracy.

Questions about submitting data through the Application Center should be directed to stn_support@doe.in.gov